

LICENSED PRACTICAL NURSE
062

DEPARTMENT: Community Services/WAMAC/Olde Towne Medical Center

NATURE OF WORK:

Provides patient care in all facets of a general medical practice including pediatrics, family planning, gynecology, sexually transmitted diseases, and immunizations using the nursing process. Duties are performed under the supervision of the Medical Director with day-to-day direct supervision under a registered nurse.

ESSENTIAL FUNCTIONS OF THE JOB:

Takes patient's history, including objective data such as vital signs and anthropometric measurements.

Administers medications, immunizations and treatments according to physician's or nurse practitioner's orders.

Administers routine laboratory tests such as quick strep, blood sugar, urine dips, urine pregnancy, Hgb/Hct finger sticks.

Provides venipuncture in absence of a phlebotomist.

Assists physicians and/or nurse practitioner with exams.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Staffs County shelters during emergencies - emergency conditions.

Performs other related duties as assigned.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed at the Olde Towne Medical Center in a medical clinic setting. Operates autoclave, computer keyboard, and other equipment as necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of public health nursing principles and practices, and wellness concepts, and community resources.

Ability to work as a team member under pressure in a fast paced clinic setting.

Ability to establish and maintain effective working relationships with doctors, nurses, other coworkers, volunteers, and the public.

Ability to communicate effectively both orally and in writing.

Ability to work and communicate effectively with persons of various multicultural, socioeconomic backgrounds and educational levels.

MINIMUM QUALIFICATIONS:

Requires Virginia licensed LPN, Virginia Board certified or eligible; some related experience preferred.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess or be able to obtain CPR certification within six weeks of employment.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Licensed Practical Nurse Position Number 062

Department WAMAC Division Community Services

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☐ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with others _____
- _____
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☐ Essential function
- ☒ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>Medical Equipment</u> |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: Some medical procedures require this ability.

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift		✓					✓		
Push/Pull		✓					✓		
Hold/Carry		✓					✓		

Manipulation done from: ☒ ground to waist ☒ waist level ☒ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☐ Step stool
☐ 8' to 10' step ladder
☐ Extension ladder
☐ Other _____
☒ Not essential to job function

Stairways

- ☐ 1 flight
☐ 2 flights
☐ 3 or more flights
☐ Other _____
☒ Not essential to job function

Steps

- ☐ 1-2
☐ 2-3
☐ 3-4
☐ Other _____
☒ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasional	Frequently	Continuous
	0-1	1-3	3-5	5-7	7-9	9+			
Stand				✓				✓	
Sit			✓					✓	
Walk				✓				✓	
Run	✓						✓		

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☐ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☒ 0-5x ☐ 5-20x ☒ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☒ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

- ☐ Essential to job function: These characteristics are necessary (Check all that apply)
☒ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☒ Color perception (discriminate between colors)
☒ Depth perception (determine distance relationship between objects)

***VII. Driving:* The ability to transfer or convey in a vehicle.**

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			